

OTE 85-7539

31 JUL 1985

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Director of Training and Education

SUBJECT: Career Trainee Graduation Ceremony

1. We would like to invite you to be the host at the Career Trainee Graduation Ceremony scheduled for Tuesday, 13 August 1985, at 1000 hours in Room 1A07 Headquarters.

2. The DCI has agreed to make some brief remarks and to present program certificates and a congratulatory letter to each career trainee. We would like you to escort the Director to the classroom and to introduce him to the group. After the ceremony, we hope you will be able to spend a few minutes chatting informally with members of the group.

3. When the specific schedule for the ceremony has been prepared, we will send both you and the Director a copy along with suggested remarks for the Director and additional information on the class.

25X1

_____ I agree to act as host of the CT Graduation Ceremony on 13 August 1985 at 1000 hours and to introduce the Director to the group.

_____ I am sorry to decline.

25X1

CONFIDENTIAL

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Distribution:

Orig - Addressee (return to DTE)

2 - DDA

2 - DTE

1 - OTE/CTD

OTE/C/CTD, [redacted] ew (29 Jul 85)

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